

Dashboard and Application Navigation

The home screen for the Kentucky Medicaid Partner Portal Application (KY MPPA) is the place where you are able to access all of the different components of the application. This guide is an overview of how to navigate the KY MPPA Dashboard and Enrollment screens.

Dashboard Navigation

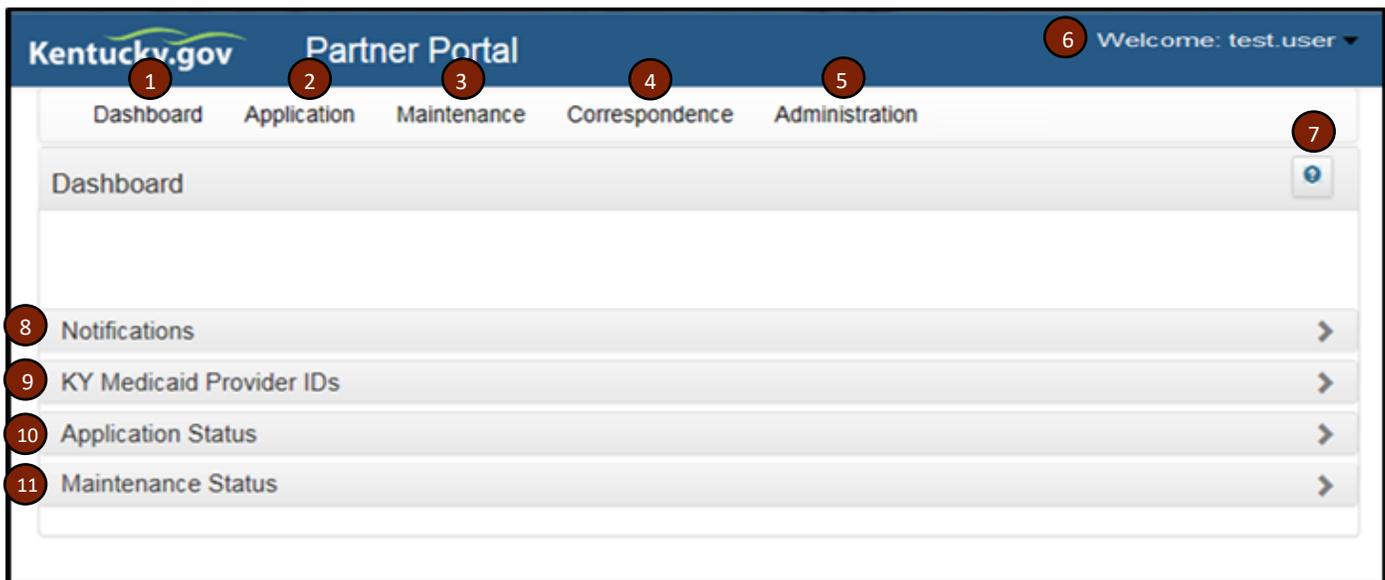


Figure 1: KY MPPA Dashboard

Menu Item	Click Here to:
1 Dashboard	<ul style="list-style-type: none"> • Check on Notifications • See KY Medicaid Provider IDs • Check Application Status • Check for Maintenance items
2 Application	<ul style="list-style-type: none"> • Begin KY Medicaid Enrollment process (New Enrollment, Change of Ownership)
3 Maintenance	<ul style="list-style-type: none"> • Begin Maintenance items regarding KY Medicaid IDs (Maintenance, Revalidation, Reapplication, Reinstatement, Voluntary Termination)
4 Correspondence	<ul style="list-style-type: none"> • See messages and letters from the Kentucky Department for Medicaid Services regarding user's account
5 Administration	<ul style="list-style-type: none"> • Manage personal information, roles, and delegation of roles to others
6 User Menu	<ul style="list-style-type: none"> • Read about the KY MPPA • Access Help Content • Contact DMS • Sign out of user's account

7 Help Content	<ul style="list-style-type: none"> Read screen specific Help Content
8 Notifications	<ul style="list-style-type: none"> Read informational or actionable alerts regarding the user's account
9 KY Medicaid Provider IDs	<ul style="list-style-type: none"> See all KY Medicaid IDs linked to the user's account
10 Application Status	<ul style="list-style-type: none"> Check on the status of the Application(s) the user has started or completed
11 Maintenance Status	<ul style="list-style-type: none"> Check on the status of the Maintenance items the user has started or completed

Application Navigation

The screenshot displays the KY MPPA Enrollment Screen. At the top, there are navigation tabs: 1 Dashboard, Application, Maintenance, Correspondence, and Administration. An 'Application Header' button is located in the top right corner (2). Below the tabs, a summary table provides application details:

Application Number	Enrolling As	Provider Type	Provider Name	DBA Name	Medicaid Number
APP8498	Individual	64 - Physician Individual	John Adams		
NPI/FEIN	Status	Application Start Date	Effective Date	Application Originator	Application Age
18113	In Progress	11/21/2016 09:50:15	11/21/2016	Pam Barb	

The main content area is titled 'Tax Information - Individual' (5). It includes instructions: 'Enter the following tax information as it is on your IRS Verification Letter (SS-4 if FEIN)'. Key instructions include: 'Only use the FEIN field if you are 100% owner' and 'If you have a Restricted Social Security Card check the "DHS INS Valid for Work Only" check box'. The form contains several required fields (marked with an asterisk):

- Tax Reporting Type:** Radio buttons for FEIN and SSN.
- Tax Structure:** A dropdown menu set to 'Select One'.
- Tax Effective Date:** A date field set to 11/21/2016.
- Tax Exempt:** A checkbox for 'Yes'.
- FEIN:** A text field containing 'xx-xxxxxxx'.
- Social Security #:** A text field containing '345-67-8'.
- Does SSN Card state "Not valid for Employment?":** Radio buttons for 'Yes' and 'No'.
- DHS INS Valid for Work Only?:** A checkbox for 'Yes'.

At the bottom of the form, there are three buttons: 'Exit', 'Back', and 'Save & Next' (8). A left-hand navigation menu (7) lists various sections from 1.0 Administrative Information to 9.0 Provider Review.

Figure 2: KY MPPA Enrollment Screen

Menu Item	Click Here to:
1 Main Menu	<ul style="list-style-type: none"> • Dashboard • Application • Maintenance • Correspondence • Administration
2 Application Header Button	<ul style="list-style-type: none"> • Show or hide the Application Header
3 Application Header	<ul style="list-style-type: none"> • See information about the user's current application
4 Information Bullets Icon	<ul style="list-style-type: none"> • Show or hide the Information Bullets for this screen
5 Information Bullets	<ul style="list-style-type: none"> • See screen specific instructions
6 Help Content	<ul style="list-style-type: none"> • Read Help Content regarding the screen that the user is currently on
7 Navigation Menu	<ul style="list-style-type: none"> • Take the user to other sections of the Enrollment Application • Click the arrow icons in the list to show or hide sections
8 Exit, Back, Save & Next	<ul style="list-style-type: none"> • Exit the Enrollment Application, go Back a page, or Save and Continue to the next page.

Note: The Enrollment Application and the Maintenance Application areas have the same navigation features